



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Historic Preservation Section Office of Planning and Research Department of Natural Resources 270 Washington St. S.W. Rm. 701 Atlanta, Georgia 30334	Application Number	78-91
Application Number		Date Received	Date Completed
		MAY 11 1978	MAY 23 1978
2. Person to Contact Kenneth H. Thomas, Jr.		Working Title Historical Researcher	
		Telephone Number (404) 656-2840	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1969 ongoing		5. Records Series Title (followed by title used in office; if different) Historic Preservation Grants	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of Planning and Research Division of DNR conducts planning, coordination, and research activities in support of natural resources programs; administers the Federal Land and Water Conservation Fund, the National Register Program, and the Georgia Heritage Trust Program; coordinates the Georgia Special Olympics Program; performs site specific planning; conducts resources planning; provides assistance related to historic and archaeological preservation; and provides recreational technical assistance to local governments. These services are provided through the following programs: recreation planning; resource planning; site planning; historic preservation. The Historic Preservation Section prepares policy statements on all state-owned historic sites, conducts historical research on all historic sites now owned by the state or proposed for acquisition by the Georgia Heritage Trust program, completes county surveys for historical, archaeological, and architectural sites, administers the identification and nomination of cultural sites to the National Register Program, environmental reviews, and grants.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: grants awarded to groups or individuals for the restoration or plans for the restoration of a structure listed on the National Register of Historic Places Included are: 1. Individual files on each grant applicant (whether funded or non-funded) by fiscal year (in most cases) that include: required Federal reports as to their financial status, expenditures, staff requirements, relocation assistance, equal opportunity, plans and specifications, research, correspondence, and payment requests; construction and non-construction forms, and grant awards letters. 2. Federal Audit report 3. Department of the Interior Guidelines and criteria for the program's administration (slight variations annually) 4. Annual Department of Natural Resources Board grant approval packages and updates. File is arranged: 5. Apportionment warrant (i.e. money requested) Chronologically by fiscal year for annual allocation and within this alphabetical by sites			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>twice a month</u> ; Seven to twelve months old <u>same</u> ; Thirteen to twenty-four months old <u>same</u> ; twenty-five months and older <u>same until completion</u> ; once completed, hardly ever save audit			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>one</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____ EX: 25 new grants for restoration were awarded for FY 78, each requiring one folder.			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
x		a. Is this the official copy of the series? If not, where is it? <u>some portions in the Department of the Interior, Washington, D.C.</u>
	x	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	x	c. Is this a vital record?
xx		d. Does this series have historical or long term research value?
	x	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
x		f. Is the information contained in this series ever published? If yes, attach copy. <u>Grants-In-Aid Catalog (abstract)</u>
xx		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <u>Report to the Department of the Interior and the DNR board</u>
x		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>portions at the Department of the Interior</u>
	x	i. Is this series (or a major portion of it) regularly microfilmed?
	x	j. Does the record series result in a computer printout? <u>state level financial listings</u>

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | <u>3</u> years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Restoration grants require a status report to the Department of the Interior every three years, continuing for a minimum twenty years. A great deal of historical and architectural documentation is included which should be permanently retained.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Elizabeth P. Lyon</i>	<i>5/11/78</i>	<i>Maria F. York</i>	<i>5-11-78</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>5-22-78</i>
		Secretary of State/Designee	<i>May 18, 1978</i>
		Attorney General/Designee	<i>5-22-78</i>